

## **APPENDIX O**

### **SAMPLE RESOLUTION TO AUTHORIZE THE SUBMISSION OF THE CDBG APPLICATION**

Each application for CDBG funds must be accompanied by a copy of a resolution formally adopted by the applicant that:

- ❑ authorizes the submission of the CDBG application in compliance with the Montana CDBG Program Application Guidelines,
- ❑ states the applicant's willingness to abide by the federal requirements described in the CDBG Certifications for Applications, and
- ❑ authorizes the applicant's chief elected official or chief executive officer to act on its behalf in regard to the application and to provide such additional information as may be required.

The Department of Commerce will assume that the applicant has determined its legal authority under Montana law to apply for the grant and to conduct the activities proposed in the application. The Department may request additional information from the applicant if it is aware of any evidence to the contrary.

See the sample resolution format on the next page.

**SAMPLE RESOLUTION TO AUTHORIZE AN APPLICATION TO CDBG**

WHEREAS, the (Town of \_\_\_\_\_, the City of \_\_\_\_\_, or \_\_\_\_\_ County) is applying to the Montana Department of Commerce for Community Development Block Grant (CDBG) funds to (describe purpose of project);

WHEREAS, the (Name of applicant) had conducted one or more public hearings in conformance with CDBG requirements to obtain the views of citizens or community development and housing needs, and on the proposed activities;

WHEREAS, the (Name of applicant) has the legal jurisdiction and authority to construct, finance, operate, and maintain (the proposed public facility);

That the (Town of \_\_\_\_\_, the City of \_\_\_\_\_, or \_\_\_\_\_, County) agrees to conform with the regulations, statutes, terms and conditions described in the CDBG Certifications for Application, and

That (name of Chief Elected Official, or Chief Executive Officer), (title) is authorized to submit this application to the Montana Department of Commerce, on behalf of (the Town of \_\_\_\_\_, the City of \_\_\_\_\_, or \_\_\_\_\_ County), to act on behalf of (name of City, Town or County) and to provide such additional information as may be required.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attested: \_\_\_\_\_